

COUNTY ATTORNEY

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

The Fauquier County Attorney is appointed by and under the general direction of the Board of Supervisors. Performs complex professional and administrative work, providing legal and litigation assistance to the County's boards, commissions, departments, Constitutional Officers and agencies. Oversees the operation of the County Attorney's Office and supporting staff. Makes independent decisions. Reports to the Board of Supervisors and works in partnership with the County Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responding to legal inquiries; rendering legal assistance and opinions; litigating cases; drafting policies, procedures, ordinances, contracts and legal documents; conducting real estate closings; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Represents and advises all County Boards, Commissions and other local public bodies, Department Heads, Constitutional Officers and other elected or appointed officials.
- Serves as parliamentarian for represented Boards, Commissions and other public bodies.
- Litigates cases on behalf of and against County Boards, Commissions and other represented public bodies, Department Heads, Constitutional Officers, other elected or appointed officials, and County employees.
- Drafts, reviews and negotiates contracts, deeds, leases and other legal documents.
- Conducts real estate closings for transactions involving the County.
- Monitors state and federal laws and regulations on matters relating to practice areas; advises represented entities and individuals on legal and regulatory changes; conducts trainings as necessary.
- Attends meetings; serves on committees, subcommittees, teams and commissions as requested by the County Board of Supervisors or County Administrator; makes presentations as needed.
- Assigns, supervises and monitors tasks assigned to legal, paraprofessional and administrative staff; conducts employee performance evaluations and takes disciplinary action when needed; interviews, recruits and selects new employees; coordinates and conducts staff training; holds staff meetings.
- Develops departmental budget and oversees all departmental operations; reviews and approves expenditures, budget amendments, purchase orders and other finance documents.
- Develops and administers department policies, procedures and guidelines; updates and revises policies as needed; advises and educates staff on policies and revisions.
- Develops long/short term plans, goals and objectives for the department.
- Serves as Freedom of Information Act Officer for the County Attorney's Office.
- Maintains records and files; types correspondence, memos, reports, contracts, deeds and pleadings; faxes and files pleadings; coordinates, attends and conducts meetings and hearings.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern principles and practices of local government law, Virginia state laws and court decisions; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to plan and direct work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to handle difficult trial and appellate litigation; ability to prepare and render legal opinions; ability to establish and maintain effective working relationships with County officials, Court officials, members of the bar and the general public.

EDUCATION AND EXPERIENCE:

Applicant must have a Juris Doctorate (J.D.) in law from an accredited law school and at least 10 years of experience as a practicing attorney with at least 5 years as a counsel to a Virginia local government.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Admitted to practice law in and before all courts in the Commonwealth of Virginia.

Member of Virginia State Bar.

Admitted to practice before the United States District Court for the Eastern District of Virginia.